RECORDS SERIES PROFILE RECORDS RETENTION SCHEDULE APPLICATION #890606-04

SCHEDULE #: 90-020

EFFECTIVE DATE: 7/13/90

Agency Code:

478-011

Agency: Secretary of State

Creating

Office: Real Estate Commission

Series

Title/Dates:

"American College Testing (ACT) Reports." 1985 and

continuing.

Access:

Closed [Examination Rosters with test scores only]

Class:

Individual

Related To:

Scores of real estate license examinees passed

and failed sales and broker exams.

Arrangement: Filed chronologically, by month, by year.

Retention

Requirement:

Administrative need: Monthly Exam Analysis Report,

one (1) year; Annual School Summary Report,

fifteen (15) years: Examination Roster, permanent.

Media: Paper and Microfiche

Disposition

Instructions:

Cut off at end of each calendar year.

Monthly Exam Analysis Report: Hold in current files area for one year or until Annual School

Summary is received; then destroy.

Annual School Summary: Hold in current files area 5 years, then transfer to State Records Center,

hold 10 years, then destroy.

Examination Roster (Test Scores):

-Paper Copy: Hold in current files area 1 year

and destroy after verifying microfiche. -Microfiche Copy (Furnished by ACT): Hold in current files area 10 Years; then transfer to Archives for permanent storage. Longer retention

in current files area is authorized.

This records retention plan gives the State Records Committee approved retention instructions for the named records series by the named creating office.

Secretary of State Designee

B. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.	X I I I not, where is	it?		CONTRACTOR OF THE CONTRACTOR O		
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Department of Archiv Attention: Scheduling	ves and History, Records Management Division, 330 Capito	ol Avenue, Atlanta, Georgia, 30334,
	990606707	.1
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Office of the Secretary of State	Application Number
	Georgia Real Estate Commission	(
Application Number	148 International Blvd, Suite 500	Date Received Date Completed
	Atlanta, Georgia 30303-1734	
		FEB 1 4 1990
2. Person to Contact	Working Title	Telephone Number
Described I Forbod	. Time Sharing Speciali	i
Durward L. Forbes	Time Didting operation	
3. Action Requested		
	Schedule; record will continue to accumulate.	
	accumulation; no further accumulation anticipated.	
	No Check One:	ede; □ Void
4. Dates of Series	5. Records Series Title (followed by title used in office; if a	different)
Earliest Latest		
	Anniero College Mesting /ACE) Bonorts	ł
	American College Testing (ACT) Reports	
6. Division and Office Function		
The Georgia Real es	state Commission regulates the issuance and	reissuance of ficenses to real
estate brokers, as	sociate brokers and salespersons. Addition	Maliy, the Commission establishes
rules and regulation	ons relating to the professional conduct of	f real estate licensees in the
State of Georgia.	The Commission also conducts investigation	ons into any alleged misconduct
	l estate licensees.	
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The Education sect:	ion is responsible for the testing of appl	icants and evaluation and filing
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7. Record Series Description Documents relating to: Included are: The File is arranged: Chron 8. Monthly Reference Rate One to six months old twenty-five months and old 9. Annual Rate of Accumulat	This file contains the following documents (include form of Attach samples of the file. -Exam Rosters - Listing of all examinees - brokers exams. -Number of applicants -Number of times exam taken -Analysis of Exam Questions: History/perforus - School Summary report; end of year report above reports are furnished by ACT. How often are records referred to which are: 10	passed and failed sales and to twenty-four months old;
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APPLICATION FOR RECORDS RETENTION SCHEDULE

DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION